



# DLA ADMINISTRATIVE SUPPORT CENTER

**POSITION:** Industrial Property Management Specialist  
GS-1103-12

**ANNOUNCEMENT:** DCMDI-14-CS

**LOCATION:** Defense Contract Management District  
International (DCMDI)  
**Duty Location:** Kuwait

**OPENING DATE:** 8-21-96  
**CLOSING DATE:** Open Continuous

**AREA OF CONSIDERATION:** Appointable Employees of the Department of Defense.

**DUTIES:** The incumbent serves as the appointed Property Administrator (PA) and Plant Clearance Officer (PLCO) and has overall responsibility for property administration and plant clearance over an assigned geographical area. Major duties include: administering contract provisions, requirements, and obligations relating to Government property in the possession of contractors; evaluating and approving the contractor's property control procedures; providing guidance and assistance to the contractor; performing systems analysis; conducting final review and analysis of completed contracts; and providing technical support to other DCMAO functional areas.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience that demonstrated: (1) skill in developing, implementing, administering, evaluating, monitoring, or coordinating programs, policies, regulations, and procedures concerned with the management, control, utilization, or disposition of personal or industrial property; (2) knowledge of the values and uses of property items, merchandising methods, marketing techniques and outlets, or general trade practices related to the disposition of property; and/or the ability to understand and evaluate business practices relating to the acquisition, control, use, consumption, maintenance, and preservation of property; (3) working knowledge of equipment, machinery, tools, materials, or other items of personal or real property; (4) knowledge of government sales policies, regulations, and methods; and (5) knowledge of contract provisions, and ability to interpret and apply contract clauses and government procurement regulations. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

**DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:**

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; OR have completed 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills, and abilities comparable to the above 24 semester hours.

**EVALUATION METHODS:**

**MAXIMUM POINT VALUE**

1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	<u>5</u>
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**EMPLOYMENT CONSIDERATION:** Applicants will be referred to selecting officials as openings occur. Eligibility is good for 6 months. After that time, applicants who still wish to be considered for employment opportunities may request that their eligibility be extended for another 6 months.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated non-critical-sensitive, as defined in DoD 5200.2-R and requires that a personal security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. Time in grade and qualification requirements must be met by the closing date of this announcement.
5. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
6. Incumbent is required to file an annual financial statement.
8. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
9. TDY is required.
10. Acquisition workforce position category **D**.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. **APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.**
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.**  
Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call (703) 767-7118 or DSN 427-7118. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAPS.**

**\*\*\* IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA, THE MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER SCHEDULE A AUTHORITY 213.3106. (b) (6).**

# Merit Promotion Questionnaire

**Position: Industrial Property Management Specialist, GS-1103-12**

**Location: Kuwait**

**JOA#DCMDI-14-CS**

**Applicant Name:** \_\_\_\_\_  
**SSN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Accounting, Business Administration/Management, Economics, Finance, Marketing, procurement Purchasing

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major (2)
16 Semester/24 Quarter Hours	____ Any Major (3)
1 Academic Year	____ Any Major (4)
2 Academic Years	____ Related Major (8)    ____ Other Major (5)    ____ Any Major (0)
3 Academic Years	____ Related Major (10)    ____ Other Major (7)    ____ Any Major (0)
Bachelor's Degree	____ Related Major (15)    ____ Other Major (9)    ____ Any Major (0)
1 Graduate Academic Year	____ Related Major (15)    ____ Other Major (10)    ____ Any Major (0)
Master's Degree or Higher	____ Related Major (15)    ____ Other Major (12)    ____ Any Major (0)

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

\_\_\_\_ Value Engineering    \_\_\_\_ Meritorious or Superior Civilian Service  
\_\_\_\_ EEO Award    \_\_\_\_ Commendable Service Certificate  
\_\_\_\_ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-343, GS-345, GS-1101, GS-1102, GS-1103 AND GS-1105

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each



Ranking Questions	Where on Application
<p style="text-align: center;"><b>INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-12</b></p> <p>Up to 65 points are awarded for experience. Circle the letters of the responses that describe your work experience. More than one response may apply to each question. The numbers in brackets indicate the point value for each question and each response.</p> <p>1. Which of the following describe your experience relating to property administration? [48]</p> <ul style="list-style-type: none"> <li>a. Developed and applied a property systems analysis program to assess the effectiveness of a contractor's Government property management system. [5]</li> <li>b. Assignment of a contract involving a complex property control system involving tens of thousands of line items and different types of government property [4]</li> <li>c. Administering contract property provisions in-residence at a plant location and from an office for itinerant contractor locations. [3]</li> <li>d. Evaluation of a contractor's written property management procedures and physical controls to grant approval of the contractor's property control system. [5]</li> <li>e. Investigating Loss, Damage and Destruction Reports to determine liability [5]</li> <li>f. Provided a contracting officer with recommendations concerning a contractor's liability for the loss, damage or destruction of Government property based on the contract's terms and conditions. [3]</li> <li>g. Granted a contractor relief of responsibility after investigation of reported cases of lost, damaged or destroyed Government property. [5]</li> <li>h. Recommended disapproval of a contractor's property control system to the contracting officer when conditions indicated an unacceptable risk assumed by the Government. [5]</li> <li>i. Provided training and assistance to contractors having little or no prior experience with Government contracting. [3]</li> <li>j. Authored written property control procedures for the contractor's approval and implementation when they lacked experience and understanding of the contract's terms and conditions . [3]</li> <li>k. Performed supporting property administration. [3]</li> <li>l. Independently developed, coordinated and implemented a contractor's property project. [4]</li> </ul>	

Ranking Questions	Where on Application
<p>2. Which of the following describe your experience relating to plant clearance? [14]</p> <p>a. Evaluated contractor's written procedures for property disposal operations in accordance with the terms of the contracts and Government regulations. [5]</p> <p>b. Established plant clearance cases for the screening of excess properties with other Government offices for possible reutilization purposes. [3]</p> <p>c. Directed transfer of property to other government agencies or taken other disposal action as authorized. [3]</p> <p>d. Accounted for all assets residual to completed and terminated contracts to enable final audits and close-out of the official property accounting records. [3]</p> <p>3. Are you level II DAWIA Industrial Property Management Specialist certified? (3)</p> <p>Yes (3)      No (0)</p>	

**Certification**

I hereby certify that the information I have provided in this Questionnaire is complete and truthful I understand that falsification of this Questionnaire may result in disciplinary action up to and including removal

Signature

Date:

**OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA # DCMDI-14-CS**

Overseas allowances and benefits information is provided for the following location:

Kuwait . PLEASE NOTE: Only items checked below apply.

☒ **LENGTH OF TOUR:** 1 year. (Possible extension of up to 5 years.)

   \*Tax free living quarters allowance (LQA) of    to   , based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

☒ Government quarters are provided at no charge to the employee.

☒ \*    % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

☒ \* 15 % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

☒ Concurrent transportation of dependents is authorized.

☒ Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

☒ Shipment of 4500 pounds of household goods (HHGs) to the overseas area is authorized.  
(NTS and HHGs shipment combined can not exceed 18,000 pounds.)

☒ One privately owned vehicle may/may not be shipped at government expense.

☒ Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

☒ Home leave is accrued at the rate of 15 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

☒ Return rights within DLA are mandatory.

   Return rights within DoD are mandatory.

☒ Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

\*IS SUBJECT TO CHANGE WITHOUT NOTICE.

AS OF: 3/26/96